

## 2015 Summer day camp Parent Packet

### Contact Information

Lumpkin County Parks and Recreation Department Community Center

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Whitman Morgan

Program Coordinator

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### General Camp Information

#### • General Weekly Schedule

Camp drop-off begins.....	7:00AM
Pre-camp.....	7:00AM – 9:00AM
Breakfast.....	8:30AM – 9:00AM
Small group activities.....	9:00AM – 12:00PM
Lunch.....	12:00PM – 1:00PM
Small group activities.....	1:00PM – 4:00PM
Post camp.....	4:00PM – 6:00PM
Camp pick-up ends.....	6:00PM

#### • Pricing Per Week

1 Day.....	\$25.00
2 Days.....	\$50.00
3 Days.....	\$75.00
4 or 5 Days.....	\$100.00

#### • Things to Know

- Pool: Campers enjoy the pool on Monday, Wednesday, and Friday. Please be sure to pack a bathing suit, towel, and whatever else your camper may need for the pool.
- Yahoola Creek Park: Campers will be allowed in the creek on days we are in Yahoola Creek Park, generally a Tuesday or Thursday. We ask that you pack some type of water shoe (no flip-flops) or an old pair of athletic shoes that may get wet and muddy. Campers will not be allowed in the creek barefoot.
- Your camper should have sunscreen every day. We are outdoors for many hours each day. We recommend spray-on sunscreen so that counselors can assist in its application if needed. Parents are to notify staff and update child profiles if they are allergic to certain types of sunscreen.
- Campers will be required to carry their own belongings.
- Camp lockers will be provided for campers personal items. It is your camper's responsibility to make sure that is cleaned out taken each day. Any items left will be added to camp lost and found. Counselors will not be responsible for any lost items. We suggest labeling all your camper's belongings.

#### • Things to Bring Everyday

- A snack for each day.
- A change of clothes
- A towel
- Sunscreen
- Campers are encouraged to bring their own re-usable water bottle for easy access to water while we are in areas where there may not be a water fountain available.



- We keep the campers very active all day, so we ask that you dress your camper in appropriate footwear that would allow for this. We recommend closed-toe, athletic shoes or an athletic sandal.
- **Things Not to Bring**
  - Bicycles, rollerblades, skateboards, scooters, and Heely skate shoes.
  - Weapons, fake weapons, or objects that may cause bodily or emotional harm.
  - Snacks that require cooking/heating.
  - Sodas, energy drinks, or any other caffeinated drinks.
  - Cell phones, game boys, personal and/or electronic toys (unless directed by staff). These can get lost, damaged, stolen, broken, and even wet while at summer day camp.
  - Card games such as Yu-Gi-Oh or Pokémon (unless directed by staff). These also get lost, stolen, or damaged easily.
  - Remember, Lumpkin County Parks and Recreation Department is not responsible for lost, stolen or damaged items.
  - We do not recommend sending your child in flip-flops, crocs, or any other shoes that can be easily broken throughout the day.
- **Field Trips**
  - Campers must be wearing camp shirts to attend.
  - Parent/Guardian must sign field trip consent form.
  - The bus will leave on schedule, late arrivals will stay on site with a counselor.

### **Camp Shirts**

- Campers will be provided with one camp shirt at the start of camp.
- Additional shirts may be purchased at \$10.00 per shirt.
- Camp shirts must be worn on days with field trips. Campers without shirts will have to stay at Lumpkin County Parks and Recreation Community Center for the day.

### **Camp Rules and Regulations**

In order to make the summer day camp safe and enjoyable for all, the following rules must be clearly understood by all parents, participants, and summer day camp counselors. These rules apply for all summer day camp events, trips, and activities.

#### **Campers**

- BE RESPECTFUL of counselors, equipment and other campers. Keep camp safe, clean, and fun. Be courteous, helpful, and nice; use kind positive words only please.
  - Treat others the way you want to be treated.
- BE SAFE: This means no horse play (throwing, pushing, fighting or wrestling), no profanity, and no bullying. Stay with your counselor at all times. If you have a problem with another camper, talk to your counselor.
- BE ENGAGED: Participate in all activities including games and clean up.

### **ZERO TOLERANCE POLICY**

We want to ensure the overall protection and safety of every child and staff member in our program. A Zero Tolerance Policy is in place for inappropriate behaviors such as intimidation, physical aggression, vandalism and continual disciplinary issues. Every parent can help by reminding their child the seriousness of these types of behaviors. Any persons found engaged in any of these behaviors may be dismissed from camp and any other appropriate actions will take place.

### **PARENT CONCERNS**

Any Parent/Guardian concerns should be shared with the Program Coordinator as soon as possible. The Program Coordinator and the parent/guardian will discuss the concerns and work together to find a resolution to the issues.

### **DISCIPLINE**

In the event that general rules are not followed, a counselor will:

1. **Counseling:** When a discipline incident occurs, the student will be counseled and given a description of the behavior change required.
2. **Time-Out:** If subsequent incidents occur the student may be asked to take a "Time Out". A "Time Out" is a 5 to 10 minute period that the student spends quietly reflecting on the incident. The camper then rejoins the group. Multiple time-outs for any camper will cost them their behavior bead for that half of the day.
3. **Parent Contact:** If a series of discipline situations occur, the camper's parent or guardian will be contacted. Parents will receive a written Disciplinary Report Form explaining the unacceptable behavior.
4. **Suspension:** A student who continually disregards instructions will be suspended for 1 day. The parent / guardian will be advised.
5. **Termination:** If the camper's behavior remains unacceptable then the parent or guardian will be informed and the camper will be dropped from the program.

Parents may be notified of disciplinary issues with a report form, by phone, or by a parent conference. Campers who receive 3 disciplinary reports are subject to dismissal from camp depending on the severity of behaviors. Lumpkin County Parks and Recreation Department reserves the right for immediate dismissal of any camper.

### **MANDATED REPORTING**

Lumpkin County Parks and Recreation employees are mandated to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation.

### **SICK OR INJURED CAMPERS**

- Parents should be considerate of others and keep their child at home if they are exhibiting any signs or symptoms of illness. They can consult a physician to determine if or when their child can return to camp should they be contagious.
- If staff tries to call parents and cannot get through, they will remind parents at pick up to update their phone numbers and emergency contact numbers.
- Our program is not set up to take care of sick children. If a child becomes ill (especially with, but not limited to fever or vomiting), parents will be contacted to come and pick up their child immediately. If parents cannot be reached, we will contact someone on their contact list.
- If a child receives a minor injury, such as a scraped knee, the staff will administer Basic First Aid (i.e., wash injured area, provide a Band-Aid and ice as needed) and will inform you of the incident at pick up.
- If a child receives a more serious injury, staff will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following including calling 911, attempting to contact a parent or guardian to inform you and to give you the opportunity to take your child to a physician, and attempting to contact you through any person listed on your emergency contact list. If staff cannot contact the parents, or a child needs immediate attention, staff will call 911 and camp supervisor (if off site).

### **MEDICATION POLICY**

- If your child requires medication throughout the day, the exact medication, time intervals to be taken, and any
- Staff will make every effort to remind participants of scheduled medication times, but are not responsible for ensuring medication is taken.

### **VISITATION**

We have an "open door" policy for the parents/guardians of all participants; however, a large part of the experience is developing a sense of independence, and this can be disrupted by visits. If a parent continuously visits, staff may request

that parents/guardians notify staff one day in advance if they are going to visit, please do this by calling the supervisor. For safety reasons, parents/guardians MUST check in with the summer recreation staff upon arrival.

### **COMMUNICATION**

We ask that parents/guardians call to speak to their child only in the event of an emergency. The telephone at the park is for emergency use and for official business ONLY. The phone line must be kept open so that staff can be reached in the event of an emergency. Social phone calls to participants will not be allowed. Participants will be allowed to use the phone to call their parents/guardians only if there is a situation that needs IMMEDIATE attention. Parents/guardians must notify staff if their phone number changes. Parents/guardians should provide staff with a cell phone or pager number for emergencies.

### **SEPARATED/DIVORCED PARENTS/GUARDIANS**

- Parents/guardians that are separated or divorced will need to provide copies of a signed court order if there are any restrictions regarding their child. Without a signed court order, staff will be required to release the child to either parent/guardian or whoever they authorize to pick up the participant.
- Staff cannot and will not get involved in personal matters. Please avoid putting staff in a difficult situation. Please do not share personal information unrelated to summer day camp with staff.
- Staff is NOT allowed to give out copies of documents (i.e. accident reports or attendance sheets), or information about who picked up a child on a given day.
- Any issues related to the child will be discussed with whoever picks up the participant that day. Separated/divorced parents will need to determine their own method of sharing information. Staff will NOT make separate phone calls to each parent.

### **SIGN IN AND SIGN OUT**

Each day at drop off and pick up, we encourage parents to talk to the counselors. We do our best to keep an open dialog with all parents and let them know how their child is doing and what is going on in the coming days. If you have any questions this would be the best time to ask the counselors as they are the best source of information (they are on site with the children every day).

- Upon arrival, the parent/guardian must sign each participant in on the camp sign-in sheet (one child per line). The staff uses these roll sheets to determine which participants are at camp at any given time.
- Once a participant is signed in at the site, they are considered to be part of the camp that day. They will not be allowed to leave without being properly signed out. Additionally, they will not be allowed to play separately from the camp with a friend that is using the park as a public patron.
- Participants must be signed out by an authorized adult 18 years of age or older with a proper form of ID. Counselors have the right to ask for ID at the time of check-out for authorization.
- Parents/guardians should list everyone that might pick up their child at the time of registration. Alternatively, a written list may be given to staff at sign in. NO PHONE CALLS WILL BE ACCEPTED.
- Parents/guardians MUST sign out the participant IMMEDIATELY upon arrival to the site.
- Late fees will be issued per child should they be picked up after 6:00pm. If parents/guardians are more than five minutes late, the charge will be \$5 for every ten minutes. After thirty minutes, the charge will be a dollar a minute.

### **PAYMENT**

- For children in attendance of Lumpkin County Parks and Recreation Department's Summer Day Camp a payment should be made by a parent or guardian during that week for the set price of the service. Payments can be made at Lumpkin County Parks and Recreation Department Community Center, over-the-phone, or online using Rec1.
- A previous week's balance will be updated by 5:00PM on Wednesday of the following week. Likewise, invoices for unpaid balances will be e-mailed out each Wednesday at 5:00PM. For those without e-mail, a paper invoice will be sent to the school with the Counselors.

- Any balance reaching \$200.00 or more will result in any children on that account being refused from admittance to day camp until the balance is paid in full.
- Any account with any unpaid balance on it will not be allowed to register any children for a new semester of After School Program or any Break Camp until the balance is paid in full.
- Any breach in a payment plan will result in any children on the account being dismissed from summer day camp until the balance is paid in full.